

# City of Calgary Open Flame Permit

Event organizers or those companies looking to use burn barrels, candles, ceremonial smouldering or any type of open flame outside of a performance with open will have to apply for the above permit and will require the following information:

1. Put a call into 311 requesting the specific type of permit they are applying for.
2. Have someone who is approved by the venue to provide a written letter of permission allowing the performance or display to take place whether it is inside or outside.
3. The venue must provide a fire safety plan, including how they plan to mitigate a false alarm from the effects of the flame; should the venue have a fire detection system. If a false alarm is caused by the performance, a false alarm fee will be charged.
4. The organizer must provide a fire safety plan, including props being used, who and how are the props being supervised the number and type of extinguishing tools and there placement.
5. The organizer must provide proof of insurance in the amount of \$2 million liability for open flame permits. The Calgary Fire Department (or City of Calgary) should be listed as additional insured for all permits.
6. Provide a site plan of the intended location including reference and/or measurements for proximity to combustibles, staff and public. For open flame props, such as burn barrel or a smudging ceremony a minimum of 1 meter must be maintained between the props and the public, at all times, with some type of physical barrier.